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Office Memorandum • UNITED STATES GOVERNMENT

TO : Records Administration Officer [REDACTED] DATE: 19 January 1962

VIA : [REDACTED]

FROM : [REDACTED]

SUBJECT: Shelf-Filing System [REDACTED]

REF : [REDACTED]

dtd 16 Jan 62

1. The following information is submitted as requested in your memo of 16 Jan 62:

(a) Volume of Records on Hand



(b) Legal size folders are used for all our files.

(c) Equipment

Filing Cabinet, Legal Size, Steel Insulated,
4-drawer H x 1 W, 3-Way Combination Lock 4

Filing Cabinet, Legal Size, Steel Insulated,
4-drawer H x 1 W, 3-Way Combination Lock
with center key (manipulation proof) 4*

Filing Cabinet, Legal Size, Steel, Key Lock
5-drawer H x 1 W 6
4-drawer H x 1 W 2

*Three of these are in an area outside the vault
because we now don't have room in the vault.